

Acceptable Use Policy

TECHNOLOGY CODE OF ETHICS

The use of technology in the Allendale Public Schools is a privilege extended to students, staff, and community members to enhance learning and educational information exchange. A user of technology is any student, staff member, or member of the community who is authorized to access the technology of Allendale Public Schools. Each user of technology shall read the following Privileges, Responsibilities/Restrictions, and Disciplinary Action statements and sign the User's Responsibility Declaration form which follows prior to accessing and using technology.

PRIVILEGES:

Users have the privilege to use all authorized hardware and software for which they have received training to facilitate learning and enhance educational information exchange.

Users have the privilege to access information from outside resources which facilitates learning and enhances educational information exchange.

Users have the privilege to access the Internet to retrieve information which facilitates learning and enhances educational information exchange.

Users have the privilege to use the school email system. While every attempt will be made to keep emails private, the user should be aware that under certain circumstances, the school may be required to view email history.

RESPONSIBILITIES AND RESTRICTIONS:

Users are prohibited from the malicious use of the technology to disrupt the use of technology by others, to harass or discriminate against others, to infiltrate unauthorized computers systems or to engage in any illegal activity using the technology or to publish any material that could be considered immoral or subversive by community standards.

Users are responsible for upholding the copyright standards. Illegal copies of copyrighted programs may not be made or used on school equipment.

Users are responsible for utilizing technology in the school only for facilitating learning and enhancing educational information exchange consistent with the purposes of the school.

Users are responsible for properly using and caring for that hardware and software which they have been trained to use and refraining from using any technology for which they have not received training.

Users are responsible for adhering to the rules established by the technology coordinator for use of the hardware, software, labs, and networks in the school.

Users are responsible for obtaining permission from the District Technology Coordinator before bringing in their own software and using it on school equipment.

Users are responsible to keep all computer systems virus free and are responsible for reporting any suspected virus.

Users are responsible for keeping hardware and software from being relocated, removed from school premises, or modified without permission from the technology coordinator.

Users are responsible for adhering to the printer use guidelines established by the technology coordinator.

Users are responsible for maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.

Users are responsible for all material received via the Internet under his/her user account and accepts responsibility for keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school via the Internet.

Users are responsible for making all subscriptions to Listserves or Newsgroups known to the technology coordinator and seeking prior approval before requesting such subscriptions on the Internet.

Users are responsible for maintaining the integrity of the electronic mail (e-mail) system, reporting any violations of privacy, and making only those e-mail contacts which facilitate learning and enhance educational information exchange.

Users are responsible for adhering to the copyright guidelines in the use of hardware and software and in the transmission or copying of text or files on the Internet or from other resources.

Users are prohibited from using the technology for personal or private business, for product advertisement or political lobbying, or for making any financial commitments on the Internet.

DISCIPLINARY ACTION:

Users violating any of these Rights and Responsibilities will face disciplinary action.

Users violating any of these Rights and Responsibilities will immediately be banned from using school hardware and telecommunications software until a meeting is held with the building principal and technology coordinator. Depending upon the seriousness of the violation, the user may be banned from the use of technology and receive additional disciplinary action such as suspension from school or criminal prosecution.

Users will be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.

Users who wish to continue using school hardware, software, and Internet access will be required to attend additional training sessions in the use of these technologies.

Users violating any of these Rights and Responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school.

USERS'S RESPONSIBILITY DECLARATION

I have read the attached Allendale School District Technology Code of Ethics and agree to be responsible for and abide by all the Rights, Responsibilities, and Disciplinary Action outlined.

(User Signature)

(Date)

(Parent/Guardian Signature)

(Date)